

INVITATION TO BID and **BID FORM**

CITY OF SELMA
P.O. Box 450
Selma, Alabama 36702-0450
334-874-2102 - Office
334-874-1239 - Fax

Requisition No. RD 107-08/09
Bids to be opened at 11:00 O'Clock A.M.
Date January 7, 2009

Gentlemen:

The City of Selma, Alabama will receive bids at the Office of the Purchasing Agent until the above time and date and then opened as soon thereafter as practicable. The City reserves the right to reject any or all bids or any portion thereof. A copy of "General Instructions to Bidders" are on the reverse side.

CITY OF SELMA

Rev Williams
Purchasing Agent

Items To Be Bid

Item No.	Quantity	Description	Unit Price	Extension
1.		CONCESSION STAND FOR THE SELMA BASEBALL/SOFTBALL COMPLEX		
	* * * *	AS PER ATTACHED SPECIFICATIONS	* * * *	

TOTAL BID _____

We are in position to furnish the items bid at prices shown and can make shipment within days after receipt of purchase order.

Terms _____

All Bidders must use bid form and
**show on envelope Requisition
No. and opening date.**

(Duplicate Copy for Bidders File.)

FIRM _____

BY _____

ADDRESS _____

City, State and Zip Code

CITY OF SELMA, ALABAMA

GENERAL INSTRUCTIONS TO BIDDERS

Unless otherwise stated on the Invitation to Bid, the following instructions shall be applicable to all bids received by the City of Selma, Alabama:

1. Sealed bids will be opened at time, place and date stated on the attached invitation. Bidders or their authorized representatives are invited to be present at bid openings.
2. Prices and notifications should be in ink or typewritten and prices must be fully extended. Bids must conform to any attached detailed specifications to be eligible for consideration. If Bidder is unable to furnish item specified and desires to offer a substitute as an equal full description of item must be given.
3. No taxes of any kind are to be included in the bid prices. The City will furnish tax exemption certificates when necessary.
4. All prices must be firm for a minimum of thirty (30) days. No errors will be corrected after bids are opened.
5. Factors to be considered in awarding bids will be price, delivery and suitability for use by the City.
6. If you do not quote, please return the Invitation to the City and state reason, otherwise, your name may be removed from our mailing list.
7. The City of Selma reserves the right to:
 - (a) Award bids by Lump Sum or individual items unless otherwise noted on your bid.
 - (b) Reject any or all bids and to waive technicalities when in the opinion of the City Council the best interest of the City will be served.
 - (c) Make null and void the purchase order to the successful bidder if delivery cannot be made at the specified time.
8. Bid awards will not be official until Bidder is formally notified by the City of Selma Purchase Order.
9. All prices quoted are to be F. O. B., Selma, Alabama to the location designated on Purchase Order.
10. These General Instruction to Bidders are hereby made an official part of all bids. Please observe the above instructions and conditions, as failure to do so may constitute grounds for rejection of your bid.
11. All Bidders must use our bid form and show on the envelope Requisition Number and Opening Date. Duplicate copy for Bidders file.

RD-107-08/09
CONCESSION STAND
JANUARY 7, 2009
11:00 A.M.

AMENDMENT

COMPLEX CONCESSION PROPOSAL OFFERING
MINIMUM \$4,000

My proposal to secure the concession rights for the Selma Softball/Baseball Complex for 2009 season is \$_____.

I understand that this amount is to be paid to the City of Selma on the Let of this Proposal.

I have read and will comply with the terms of the Proposal.

Signed: Name: (print) _____

Name: (sign) _____

Address: _____

Telephone: _____

Date: _____

2009 Selma Recreation Complex Concession

Equipment Inventory:

- **One (1) Grill**
- **One (1) Industrial Ice Maker (600 lbs.)**
- **Two (2) Chest-Type Freezers**
- **One (1) Sink (3 sections)**
- **One (1) Mop Sink with Mops**
- **One (1) Popcorn Popper**
- **Three (3) Stools**
- **Three (3) Floor Mats**
- **One (1) Three Drawer Bun Warmer**
- **Two (2) Heat Lamps with Trays**
- **Two (2) Pepsi Soft Drink Dispensers**
- **One (1) 25 Cup Coffee Maker**
- **One (1) 6 Cup Coffee Maker**
- **One (1) Window Air Conditioner**
- **Two (2) Ceiling Fans**
- **One (1) Four Eye Burner Stove**
- **One (1) Two-basket Deep Fryer**
- **Three (3) Crock Pots**
- **Two (2) Bread Racks**
- **Two (2) Chip/Cookie Racks**
- **One (1) Large Trash Can**
- **Two (2) Ice Scoops - One Metal and One Plastic**
- **One (1) Free-standing Pepsi Cooler**
- **One (1) Upright Pepsi soft Drink Cooler**
- **Assorted Cooking Utensils**

From: Elton Reece
Selma Recreation Department

Re: Complex Concessions Contract:

<u>Age Group</u>	<u>Season Length</u>	<u>Number of Games</u>
11/12 Dixie Youth Baseball	Mid March-June	150 + practice
13/14 Girls Slow Pitch Softball	Mid March-June	60 + practice
13/14 Dixie Boys Baseball	Mid March-June	100 + practice
13-19 Youth Fast Pitch	Mid May-June	20 + practice
Middle/High School/College Fast Pitch	Mid Feb.-May	(15-25) TBA
Tee Ball (ages 3 & 4)	June-Mid July	20 + practice
Youth Soccer (ages 3-13)	Mid August-Mid November	80 + practice
Co-Ed Adult Softball	September-Mid November	54 + practice

This does not include any weekend adult or high school softball tournaments or any district and city youth baseball/softball tournaments that may be scheduled.

The concession stand schedule from mid-February to April 6th, will be high school, middle school, and college fast pitch games, plus practice for our youth leagues. Our regular season will begin April 6th, with all 4 fields being scheduled from 6:00 pm until 9:30pm each Monday, Tuesday, Thursday, Friday nights, and approximately 8 of the 12 Saturdays in April, May, and June. There will be no Wednesday night games unless necessary and rained out games will not be made up.

After our spring/summer schedule is complete, we will begin our fall schedule in mid to late August and run through mid-November. Normally the fall schedule is Tuesday and Thursday nights only.

All the above number of games scheduled for each league is totally dependent on the number of participants we have in each league. The numbers will vary from year to year, but generally, the numbers go up instead of down.

Thank you,

Elton Reece
Recreation Director

Concession Stand Evaluation Form

Name/Organization: _____

Address: _____

Telephone No: _____

1. Business License will be required.
2. Must provide liability insurance
3. Reference:
 1. _____
 2. _____
 3. _____

4. Previous Related Work Experience:

5. Concession Operator Responsibilities:

1. Concession stand will open and remain open during all games to include make-ups, rescheduled games, and tournament games.
2. Maintain a healthy, clean, and safe working environment.
3. Offer affordable/common sense prices.
4. Maintain normal, non-abusive use of City provided equipment.
5. Purchase concession supplies.

City Responsibilities:

1. Maintain all included equipment inventory. (see attachment)
2. Provide copy of all game schedules.
3. Notification of any schedule changes.
4. Provide keys to main gate and concession stand lock. Will change lock if necessary.
5. Payment of electricity bill.